Urban Construction Initiative
Annual Meeting Minutes
City of Hampton
May 24th and 25th, 2017

The Urban Construction Initiative Annual Meeting was hosted by the City of Hampton at the Crown Plaza Hampton Marina. We would like to extend a special thank you to the City of Hampton for hosting this year's Annual meeting and to all of the presenters for their outstanding contributions. Similar to the UCI Annual meetings the last couple of years, we conducted a two day annual meeting to allow for a full day of training sessions followed by the traditional UCI Annual meeting business items and tour.

MAY 24th TRAINING COURSES

Yolanda Newton, VDOT's Local Assistance Division Local Systems Policy Manager, welcomed everyone to Day 1 of the UCI Annual Meeting, explained logistics and outlined the day's agenda and what to expect the next two days and introduced **Mr. Lynn Allsbrook** – Director, Department of Public Works. Mr. Allsbrook welcomed everyone to the City of Hampton and discussed projects throughout the City of Hampton and the benefits of being a UCI locality. Ms. Newton thanked the City of Hampton for hosting the meeting and kicked off the training session discussions, which included the following:

II.   **Training Session #1: New Funding Programs Overview:**
   Kim Pryor, VDOT's Infrastructure Investment Division Director**,** gave an update to **SMART SCALE** funding which included a comparison of Round 1 and Round 2 scoring. She explained for Round 3 it has been recommended to limit the time it takes to score projects and increase the time given to submit applications to give VDOT and localities time to work together to submit good applications. The Secretary's Office wants projects to be transparent not only to localities but also the public. All score cards are published to the public at http://vasmartscale.org/projects/default.asp. Ms. Pryor's full presentation can be found at the separate link labeled "SMART SCALE".

   Jay Styles, VDOT's Business Transformation Office Director, gave an overview of the **SMART SCALE Dashboard**. Mr. Styles explained the goals of the SMART SCALE Dashboard are to clearly show the progress of projects and to develop a visualization tool accessible to localities and the public. He explained the need to update green, yellow and red indicators on the dashboard to reflect Smart Scale program policies and the need for more use of yellow on more milestones as an indicator for schedule risk. He also gave examples of several projects on the dashboard and how they are affected by the indicators. The SMART SCALE Dashboard can be found at

http://dashboard.vasmartscale.org/. Mr. Styles full presentation can be found at the separate link "SMART SCALE Dashboard".

Angela Quinn, VDOT's Asset Management Division Assistant Director and **Adam Matteo,** VDOT's Assistance State Structure and Bridge Engineer held a frequently asked questions session on **State of Good Repair (SGR) for Pavement and Bridges**. **Raja Shekharan**, VDOT's Maintenance Division was also available for questions regarding the maintenance data collected and shared with localities over the past few years. Ms. Quinn answered questions regarding the possibility of SGR funds remaining "state" funds in 2019 and if surplus funds can be used to fund project that have estimate increases. Mr. Matteo gave an update of when the next round of bridge projects will be available. Additional information can be found at this link:
State of Good Repair FAQs

III.   **Training Session #2: Transportation Performance Management: What's Next**
Lorenzo Casanova, P.E., FHWA**,** presented an overview of MAP-21 / FAST Act as related to Transportation Performance Management (TPM) and the goals and requirements for the HSIP, NHPP, CMAQ, NHFP programs as well as the roles and responsibilities of Congress, USDOT, State DOT's, MPO's and local transportation agencies. He also gave an overview of the importance of setting targets. Mr. Casanova's full presentation can be found at the separate link "Transportation Performance Management: What's Next".

IV.   **Lunch:** Plated lunch provided by the City of Hampton.

V.   **Training Session #3: UCI Reconciliation, Billing and Invoicing**
Yolanda Newton, VDOT Local Assistance Division, Local Systems Policy Manager, presented an overview of UCI project reconciliation and provided an update on the reconciliation status. Ms. Newton also explained the recent audit findings by VDOT's Assurance and Compliance Office. She gave an overview of the UCI worksheets and how to properly complete the "project life to date summary" and explained that projects should not be billed at 100% but should be billed based on funds that support that billing whether federal or state and provided examples of UCI worksheet and the project life to date summary. Ms. Newton's full presentation can be found at the separate link "UCI Reconciliation – Billing – Invoicing".

VI.   **Training Session #4: Demonstration of Virginia Roads**
Allison Richter, VDOT NoVA District Land Use Manager, described Virginia Roads as a "one-stop portal for streamlined public access to interactive mapping applications, sites and publications". Virginia Roads had an initial release in May 2014 but had a recent overhaul in April 2017 that formatted all data in the ARC/GIS format along with other

improvements. She gave a live demonstration of the Virginia Roads Portal and explained the different features and benefits. Once the Urban Maintenance Inventory System (UMIS) project is complete, the maintenance payment streets in each locality will be available in Virginia Roads. Ms. Richter's full presentation can be found at the separate link "Virginia Roads". The Virginia Roads portal can be accessed at: http://www.virginiaroads.org

VII.   **Break**

VIII.   **Training Session #5 LAP MAP and Starter Pack**
Bud Siegel and Amir Salahshoor, VDOT, NoVa District, Local Assistance, gave an overview of the LAP MAP and Starter Pack. They explained that the Starter Pack was developed to improve local governments understanding of the requirements for administering transportation projects and a "Beginner's Guide to Locally Administered Projects". They gave an overview of the Started Pack to include each area - Project Development Overview, Getting Started, Roles and Responsibilities, Project Risks, Assembling a Project Team and the Project Development Process. They also demonstrated the LAP MAP and explained how this tool can help navigate the Locally Administered Projects Manual (LAP Manual). Bud and Amir's presentation can be found at the separate link named "Starter Pack and LAP MAP". Click the link for the Starter Pack and LAP MAP

Approximately 62 people, representing ten localities, FHWA and VDOT staff from six Districts and Central Office attended the day of training. The meeting adjourned at 4:00. The City of Hampton arranged for a boat tour on the Miss Hampton II and dinner at the Brown Chicken Brown Cow restaurant which many at the Day 1 meeting attended.

MAY 25ᵗʰ ANNUAL MEETING

I.   *Welcome – Opening Remarks:*
Julie Brown, VDOT Local Assistance Division Director began the UCI Annual Meeting by thanking the City of Hampton for hosting this year's meeting. She introduced **Mayor Donnie Tuck** who welcomed everyone to the City and discussed the area's history and the benefits of the UCI program to the City. Following the Mayor's welcome, Ms. Brown introduced David Jarman, City of Virginia Beach.

II.   **Pros of Becoming a UCI Certified Locality**

David Jarman, P.E, Transportation Project Management Supervisor, Department of Public Works, City of Virginia Beach, gave an overview of the difference between a UCI locality and benefits of being a UCI Certified locality. He explained VDOT's involvement in the different tasks and how the City of Virginia Beach has benefited. UCI Certification is modeled after the FHWA/VDOT relationship outlined in their Joint Efficiencies Agreement and has minimal VDOT oversight although does not take away the project development requirements. He also explained the advantages of being a certified locality. David's full presentation can be found at the separate link "Pros of Becoming a UCI Certified Localtiy".

III.　**_Business Items:_**

VDOT Items of Interest:

Julie Brown, Russ Dudley and Todd Halacy presented **legislative updates** for the following:

- HB 2023 – Allows payments to Cities and Towns for moving lane miles converted to bicycle lanes after July 1, 2014. Requires a Professional Engineer certification. Limited to 50 moving lane miles of 3% of total lane miles whichever is less. PASSED. Note – the Urban Manual is currently being revised to outline the process for submitting conversions to VDOT. Once the update to the manual is complete VDOT staff and localities will be notified.
- HB1973 (SB1591) – Economic Development Access Program. Imposes a moratorium on the repayment of funds allocated to a locality for a bonded project (10 localities affected). PASSED
- Other bills related to highway maintenance payments left in committee.
    - HB2448 – Left in Appropriation Committee
    - HB2070 – Left in Finance Committee
    - HB1500 (SB900) – Left in Finance Committee

There was also an update on the 2016 Virginia Appropriations Act – Item 436 C.2 – Consolidation of Formula Funds.

- The entire paragraph for HB30 Item 436 C:
    - "Notwithstanding the original programmatic allocation, funds provided by the previous primary, secondary and urban construction formulas prior to fiscal year 2010 that are not committed and expected to be expended as of January 1, 2018 may be consolidated to fully fund and advance priority transportation projects within the respective district or locality. If after taking said actions and the determination of the respective locality and the Department of Transportation that formula funds will remain, the funds may be used for other transportation purposes provided by § 33.2, Code of

Virginia. All unspent primary, secondary and urban formula funds allocated prior to 2010 unspent as of January 1, 2018 shall be de-allocated and transferred to the State of Good Repair Program pursuant to § 33.2-369, Code of Virginia, unless such funds are allocated to a fully funded and active project."

Ms. Brown explained that VDOT will work with localities to determine surpluses and if those surpluses can be moved to advance projects or fund new projects. All unspent formula funds should be utilized the manner outlined on Page 5 of the presentation at the link referenced below.

Mr. Dudley presented an overview of the changes in the **Revenue Sharing Program** for FY2018. There is a reduction to the maximum a locality can apply for each fiscal year and establishes a maximum lifetime allocation amount of $10 million (state match) per project including transfers. Surplus funds from cancelled projects will be deallocated and can only be reallocated by the CTB. Meeting attendees raised concern of the changes and Mr. Dudley explained other funding options.

Other Updates were also included in the legislative updates power point presentation.

- **Access Roads Program**
  - New legislation extends moratorium
- **Surface Transportation Block Set-Aside Grant Program (Transportation Alternatives)**
  - Application Deadline is November 1ˢᵗ annually
- **Urban Maintenance Program**
  - Update to the FY18 rates based on functional classification. Overall budget $374 million
- **Urban Maintenance Inventory System (UMIS) Functional Re-Classification Overview**
  - Functional reclassification is complete and changes go into affect beginning July 1, 2017. Changes have been communicated to each locality.
- **Urban Maintenance Inventory System (UMIS) Project Update**
  - Required reconciliation of dated (completed June 2016) in all 84 municipalities
  - Included geo-referencing UMIS data for all 84 municipalities
  - Next phase of project underway with anticipated completion January 2018
- **Primary Extensions Program Criteria for Paving**
  - Accept applications annually
  - Prioritize projects based on CCI, NHS designation, traffic volume and prior year expenditures

- o Same criteria used for State of Good Repair funding
- **State of Good Repair for Locally Owned Bridges**
  - o Accept applications annually to support bridge rehab and reconstruction
  - o Prioritized projects that considers bridge prioritization and cost effectiveness
  - o Funded for six years
    - ▪ 51 total structures funded with at least on structure in every district being funded
- **LAP Performance Reporting update**
- **VDOT Business Plan – LAD Action Items update**

Additional information on these business items and legislative updates can be found at the separate link "UCI Legislative Update".

IV. *City of Hampton Tour and Lunch*
The City of Hampton provided lunch at Virginia Originals & Chesapeake Grill which included a presentation of the new tunnel in the planning stages followed by a tour of the Chesapeake Bay Bridge Tunnel.

V. *Business Items (Continued)*

Pre-Award Evaluations
Mr. Simbarashe Mandizvidza (Simba), VDOT, Assurance and Compliance Office, gave a presentation on Pre-Award Audit Requirements. He gave an overview of the federal and state requirements as well as the objectives and methods of the evaluation and ACO's review process and explained their review is based on information in the LAP manual. He gave an overview of steps for improvement. Simba's full presentation can be found at the separate link named "ACO Pre-award Evaluation"

VI. *General Discussion/ Wrap Up / Close:*
Julie Brown, Todd Halacy, and **Yolanda Newton** thanked the City of Hampton for hosting the meeting and provided the opportunity for questions on topics presented. The City of Hampton thanked everyone for attending. With no follow up questions, the meeting adjourned at approximately 4:00. There were approximately 42 attendees at the Day 2 meeting.